



# FEASIBILITY STUDY REPORT

## TOWN HALL RENOVATIONS

SOUTHBOROUGH, MASS.      A&H BROWNING ARCH.



## TABLE OF CONTENTS

### Letter to Town Office Building Study Committee Co-Chairman

	Page
A. Introduction	
From the report of the Advisory Committee for year ending December 1972 and transition year January 1, 1973 through June 30, 1974,	1
Town Warrant and Recommendations	2
Purpose of the Study	
B. Existing Conditions	
Existing Conditions and the Need	3
Existing Building Photographs, Structural and Mechanical Inspection Reports, Possible Causes and Correction of Basement Water	
C. Space Needs	
Space Needs Program Development	5
Graphic Space Standards	6
Space Needs Program - January 16, 1974	7
D. Estimated Project Budgets	
Initial Budget Comparison	11
Renovation/New Building Budget Comparisons	13
Renovation Cost Breakdown	14
Cost Estimator's Report - February 14, 1974	15
Reduced Project Scope and Budget	16
Plan I - Phased Renovation Work	17
Plan II - Phased Renovation Work	19
E. Recommendations and Proposed Schedule	
Conclusions and Recommendations	21
Proposed Schedule	22

### APPENDIX

April 12, 1974

Mr. Stanley F. Wright, Co-Chairman  
Town Office Building Study Committee  
15 Central Street  
Fayville, Massachusetts

Re: Town Hall Renovations

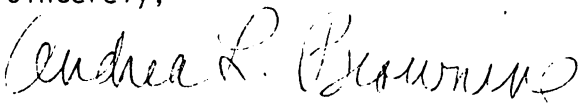
Dear Stan:

We are pleased to transmit to you this Feasibility Study Report for the Town Hall Renovations in Southborough, Mass., prepared for the Southborough Town Office Building Study Committee.

The results of this study have been made possible through the assistance and close cooperation of the Board of Selectmen and members of many of the Town Departments and Offices. Your Committee has offered valuable guidance throughout the study and planning process.

We have enjoyed preparing the Feasibility Study Report and hope the information and recommendations will provide a useful guide to achieving the full potential of the Southborough Town Hall.

Sincerely,



Andrea L. Browning



Hugh C. Browning

A.  
introduction

FROM THE REPORT OF THE ADVISORY COMMITTEE FOR YEAR ENDING DECEMBER 1972 AND TRANSITION YEAR JANUARY 1, 1973 THROUGH JUNE 30, 1974, TOWN WARRANT AND RECOMMENDATIONS

Page 60, Article 54: To see if the Town will vote to authorize the Board of Selectmen to create a Building Study Committee for the purpose of studying the needs of the Town in respect to office space which study shall include the renovation and or reconstruction of the Town Hall or the need to construct a new Town Hall and/or Town Office Building which Committee shall report back with its recommendation to a Town Meeting, Special or Annual or before the Annual Town Meeting to be held in March 1974; and further that the sum of Three Thousand Dollars (\$3,000.00) be raised and appropriated or transferred from available funds and appropriated for the purposes of paying for the necessary expenses to carry out the duties imposed by this article, or do or act anything in relation thereto. (Proposed by The Board of Selectmen)

## PURPOSE OF THE STUDY

To respond to the present inadequate physical facilities for the Southborough Town Offices, in accordance with Article 54 of the Annual Town Meeting of 1973.

To determine the necessary present and future space needs for administrative and meeting functions.

To evaluate the present building structure, and to see if it will accomodate established space needs.

To compare the probable cost of renovating the existing building with a new structure.

This study was prepared by A. & H. Browning, Architects in conjunction with the Town Office Building Study Committee :

Stanley F. Wright )	Co-chairmen
John R. McCarthy )	
Judy Swartwood	
Betty Davis	
George B. Pearse	
Brenda W. Grant	
Edward E. Lambert	

B.  
existing conditions

## EXISTING CONDITIONS AND THE NEED

The Southborough "Meeting House" built in 1870 is a fine example of the sound and sensible public building of that period. The Town Offices, however, have grown substantially as the Town has grown over the years, while at the same time, despite diligent maintenance, the physical structure and mechanical systems of the building have deteriorated.

There are at present four distinct problem areas which inhibit proper functioning of the Town Office Building:

1. Water in the basement. In past years, water was collected by means of downspouts from the roof leading into cisterns in the basement for use by the Fire Department. The downspouts were supposed to have been disconnected several years ago, but judging from the fact that one to two feet of water stands in the basement during rains, it is probable that some water is still finding its way to the basement in this manner. Further contributing to the problem is the present improper drainage of the parking lot at the rear of the building, according to the Town Highway Engineer. Accumulated water from the ground, therefore, may be penetrating basement stone walls. Also, it may be possible that some water is coming up from below due to the water level in the area ; however, the Rectory adjacent to the Town Office Building which also has a dirt floor seems to have no water problem.
2. Town Records storage. Irreplaceable Town Records are presently deteriorating in the safe in the Selectmen's office due to the moisture coming up from below. In addition, all office areas have too little vault storage to properly file important records. A sizeable central vault, which is temperature controlled, secure, and convenient to all is much needed.
3. Poor utilization of existing space. Most offices need more space in which to function but cannot easily expand due to the present office layout with a central noisy space on the first floor, and a hard to use large upper hall. Acoustical separation between offices and meeting space is lacking, as are medium sized conference rooms which can accomodate several Town groups meeting simultaneously. Further, the majority of functions of the Town Accountant and Veteran's Service now take place in private homes, and should be provided office and filing space in the Town Office Building.



EXISTING CONDITIONS AND THE NEED con't.

4. Conformance with Public Safety Code. The existing wood frame floor and roof construction is in sound condition and permissible for office use, but exposed joists in the ceiling of the basement should be covered with fire-retardant material. The basement may be used for offices, if an eight foot ceiling is provided as well as artificial light, ventilation, and one direct exit to the outside. An elevator is required by guidelines of the State Board of the Physically Handicapped; this requirement may be appealed in the case of an older structure. The present sanitary and toilet facilities are clearly unacceptable by State standards.

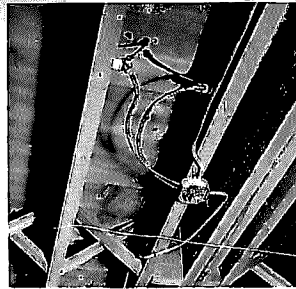
In summary, the building is in sound structural condition; the heating, plumbing and electrical systems do appear to require major alteration. The building, however, is large enough to house the key functions of the Town administration without an addition; and renovation would extend the life of the 100 year old structure by many more years.



12

**BASEMENT SUMP PUMP**

THE PUMP AND ITS WIRING ARE LOCATED IN THE BASEMENT OF THE BUILDING. THE PUMP IS USED TO PUMP OUT WATER THAT ENTERS THE BASEMENT DURING HEAVY RAIN.



9

**STRUCTURE - ELECTRICAL SERVICE**

A PHOTOGRAPH TAKEN FROM THE BASEMENT OF THE BUILDING. THE PHOTO SHOWS THE ELECTRICAL SERVICE TO THE BUILDING. THE SERVICE IS LOCATED IN THE BASEMENT OF THE BUILDING.



6

**SELECTMEN'S OFFICE**

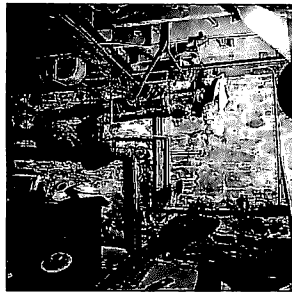
THE SELECTMEN'S OFFICE IS LOCATED IN THE FIRST FLOOR OF THE BUILDING. THE OFFICE IS USED BY THE SELECTMEN TO CONDUCT BUSINESS.



3

**WINDOW EXTERIOR - LEFT OF ENTRY**

THE WINDOW IS LOCATED ON THE LEFT SIDE OF THE ENTRY. THE WINDOW IS USED BY THE BUILDING TO ALLOW LIGHT INTO THE ENTRY.



11

**MAKING DO**

THE PHOTO SHOWS THE MAKING DO OF THE BASEMENT. THE MAKING DO IS USED TO PUMP OUT WATER THAT ENTERS THE BASEMENT DURING HEAVY RAIN.



8

**PUBLIC MEN'S ROOM**

THE PHOTO SHOWS THE PUBLIC MEN'S ROOM. THE ROOM IS USED BY THE PUBLIC FOR MEN'S TOILET NEEDS.



5

**THE TOWN HALL**

THE PHOTO SHOWS THE TOWN HALL. THE HALL IS USED BY THE TOWN FOR MEETINGS AND OTHER EVENTS.



2

**BUILDING EXTERIOR**

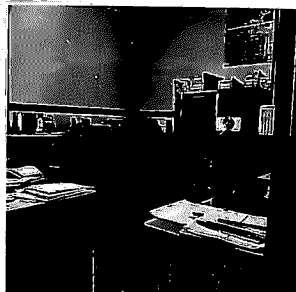
THE PHOTO SHOWS THE EXTERIOR OF THE BUILDING. THE BUILDING IS A TWO-STOREY BRICK BUILDING.



10

**A WET BASEMENT**

THE PHOTO SHOWS A WET BASEMENT. THE BASEMENT IS USED BY THE BUILDING FOR STORAGE AND OTHER PURPOSES.



7

**COLLECTOR'S OFFICE**

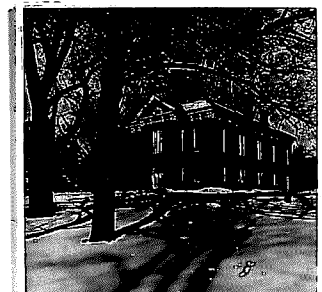
THE PHOTO SHOWS THE COLLECTOR'S OFFICE. THE OFFICE IS USED BY THE COLLECTOR TO CONDUCT BUSINESS.



4

**A PROBLEM BILL**

THE PHOTO SHOWS A PROBLEM BILL. THE BILL IS A PROBLEM BILL THAT IS USED BY THE BUILDING FOR STORAGE AND OTHER PURPOSES.



1

**MEETING HOUSE 1870**

THE PHOTO SHOWS THE MEETING HOUSE. THE MEETING HOUSE IS A TWO-STOREY BRICK BUILDING.

S O U Z A   A N D   T R U E ,   I N C .      C O N S U L T I N G   E N G I N E E R S

8   S T O R Y   S T R E E T ,   C A M B R I D G E ,   M A S S A C H U S E T T S   0 2 1 3 8

TELEPHONE  
(617) 864-8720RICHARD W. SOUZA  
EDWARD K. TRUE  
RICHARD A. FOLEY

December 31, 1973

H & A Browning  
76 Hillside Avenue  
Arlington, Massachusetts 02174

Attention: Mr. Hugh Browning

Dear Hugh:

On December 20, 1973, we inspected the Southboro Town Hall. It appears to be in an acceptable structural condition. Some minor cracking of the plaster walls was observed. The first floor framing which is exposed in the basement appeared to be sound and we have calculated that the allowable carrying capacity of the typical joists and girders is adequate for office use. While the structure appears to have sufficient strength, some consideration should be given to increasing the fire resistance of the structure. In particular, the exposed wood first floor framing and the exposed wood columns supporting the second floor should be protected by covering with plaster or gypsum board. The basement which is now very damp and which is occasionally flooded should be protected by adding new perimeter drains, parging the exterior face of the walls and pouring a basement slab.

In conclusion, it is our opinion that the building is structurally sound and may be economically upgraded for increased fire resistance and waterproofing.

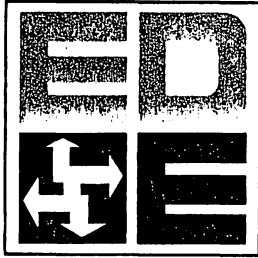
Sincerely yours,

SOUZA AND TRUE, INC.

Richard W. Souza

RWS/mlt

environmental



design

engineers inc.

145 PORTLAND STREET, BOSTON, MASS. 02114  
Tel. (617) 742-7435

January 14, 1974

A & H BROWNING  
76 Hillside Avenue  
Arlington, Massachusetts 02174

Subject: Southboro Town Hall

Gentlemen:

A cursary investigation was made of the subject building on January 13, 1974.

The building is presently heated by two oil-fired, forced warm air systems.

At present, there is no fire dampering between floors or at register inlets or outlets; consequently, the present systems do not conform to present day safety standards.

For future work, there is a possibility of re-using the existing furnaces; however, a complete renovation of the existing duct systems is recommended.

Moreover, to conserve energy, it is recommended that walls be strapped and insulated and that insulating glass or storm sash be incorporated with your future planning.

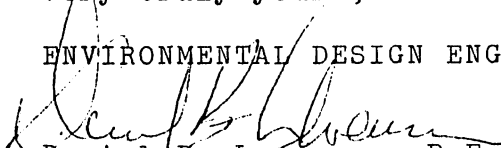
The present electrical board appears to have adequate incoming service; however, new electrical distribution throughout the building would be required to meet code requirements.

Also, the present water service should be changed, since it appears that present incoming pipe is lead.

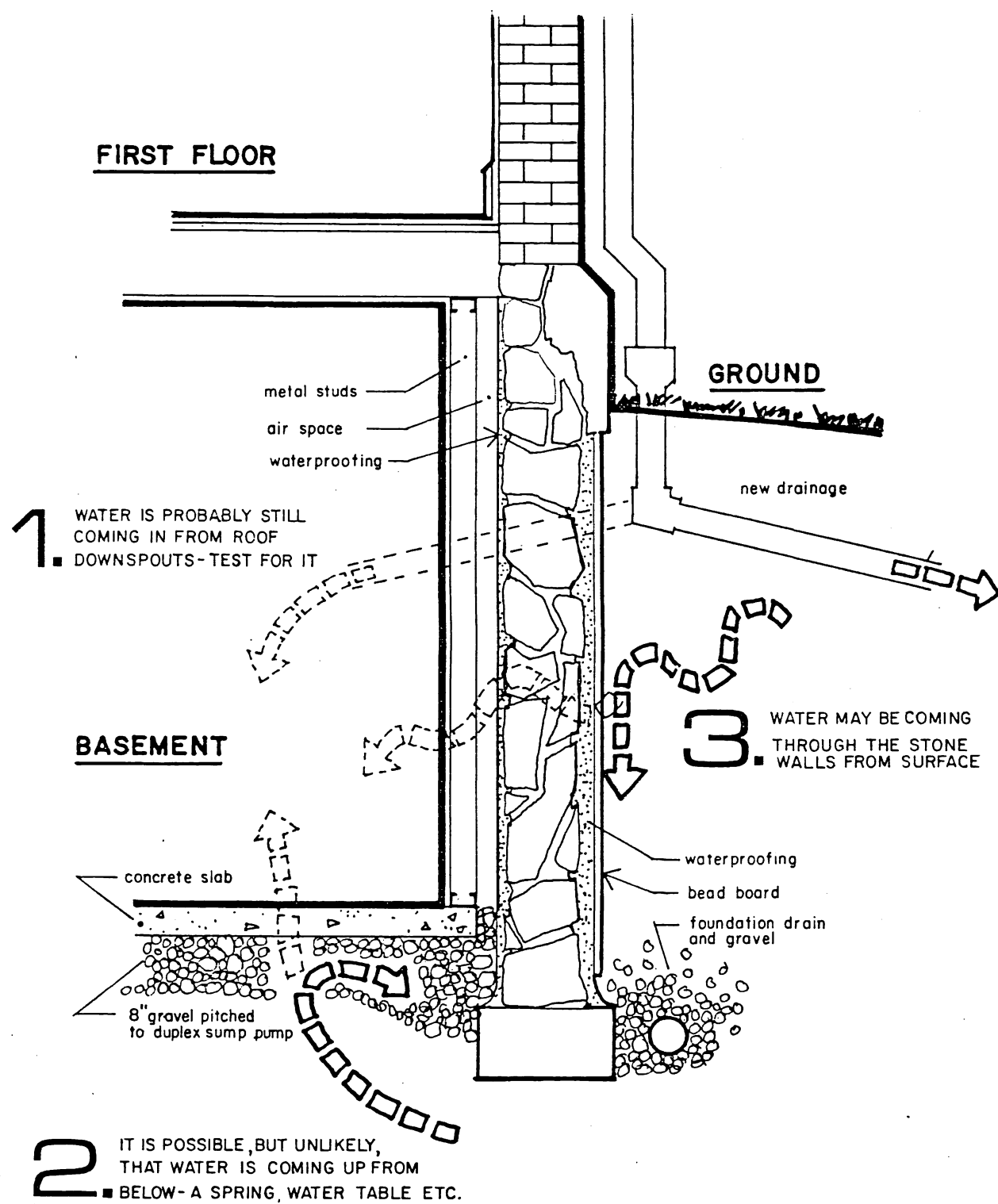
Should further information be desired, please do not hesitate to call me.

Very truly yours,

ENVIRONMENTAL DESIGN ENGINEERS, INC.

  
Daniel B. Levenson, P.E.  
President

POSSIBLE CAUSES AND CORRECTION  
OF BASEMENT WATER



C.  
space needs



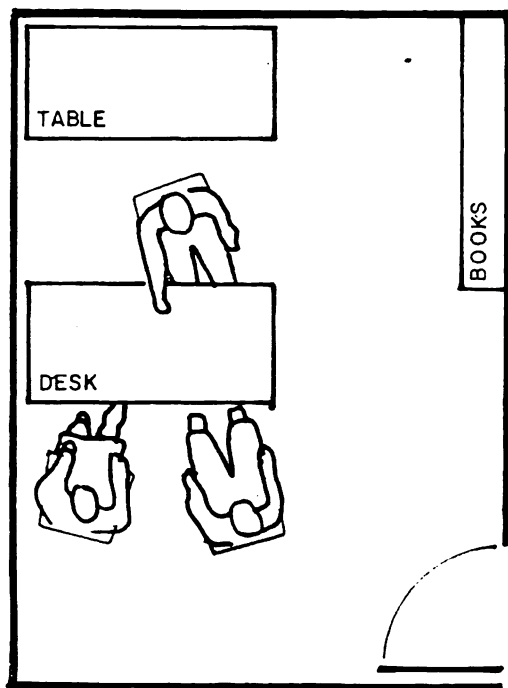
## SPACE NEEDS PROGRAM DEVELOPMENT

In September 1973, the Town Office Building Study Committee sent out questionnaires to all Town Departments and Committees concerning their space needs. The responses to the questionnaires formed a first step in establishing needed areas. Problems particular to each department were identified, and it became clear immediately that all departments were concerned with improved vault storage.

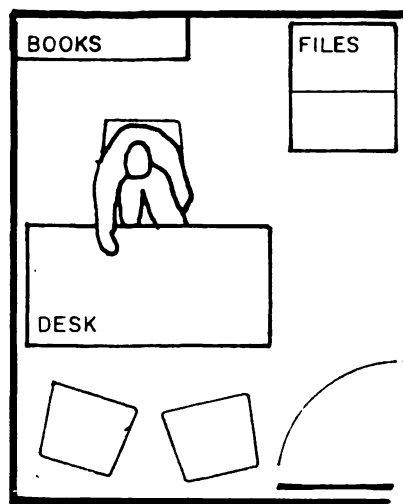
With the basic data of the questionnaires in hand, the architects further developed a program of space needs by subsequent conferences with representatives of each Town department, Office, and Committee. At these conferences, personnel and equipment needs were discussed for the present as well as for the foreseeable future. A concerted effort was made by those interviewed to avoid overestimating future needs. Sizes of spaces were then determined by applying accepted space standards to the personnel, equipment, and activity needs of each office, rather than by individual requests for specific square foot areas.

The resulting space needs program accomodates the present needs plus a small anticipated growth for the most active Town Offices and Departments.

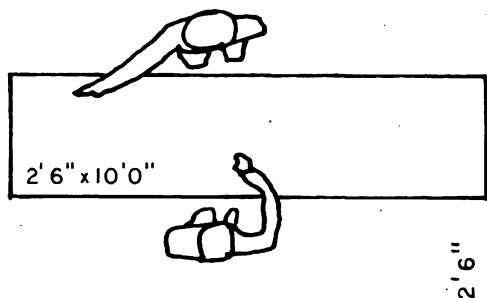
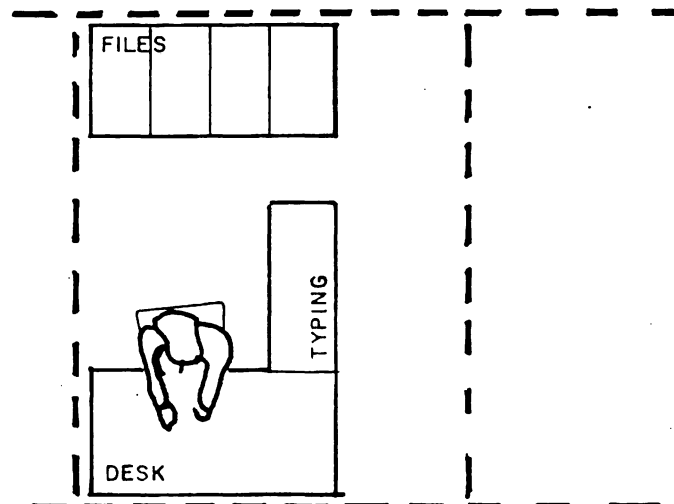
140 SQUARE FOOT OFFICE



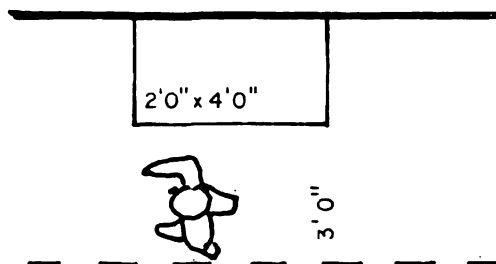
80 SQ.FT. OFFICE



80 SQ.FT. CLERICAL STATION



COUNTER 50 SQUARE FEET



STORAGE CABINET 20 SQ.FT.

Conference room with  
table- per person ...25S.F.

Public Counter with  
access both sides-  
per running foot of  
2'-6" wide counter ... 5 S.F.

File Cabinet, access  
one side ... 8 S.F.

Plan file, safe ...25 S.F.

SPACE STANDARDS	
alterations to the sudbury town hall	
A&H BROWNING, ARCH	
# 7305	

# SPACE NEEDS PROGRAM

Project: Town Office Building Study, Southborough, Mass.

Project Number: 7310

Meeting Date: January 16, 1974 with the Town Office Building Study Committee

## A. Program basis

1. Town Office Building Study Committee's questionnaires and Department responses
2. Interviews and conversations between the architects and department heads concerning their needs
3. Application to personnel and equipment requests of accepted space standards:

Private office, with desk, work table, visitor chairs, file cabinet, bookshelves	.....140 square feet
General work station, with desk, typing table, bookshelves, passage by desk	..... 80
Public counter with access both sides- per running foot of 2'-6" wide counter	..... 5
File cabinet, access one side	..... 8
Plan file, or small Floor Safe, access one side	..... 25
Conference room with table - per person	..... 25

## B. Program areas

### 1. Board of Selectmen

Administrative assistant's office	140 sq.ft.
Board Meeting room- table for 6, 15 additional chairs, reference files/tubes	300
General office area- 3 secretarial work stations, files, shelves, waiting area, supplies	<u>370</u>
Total	810 square feet

### 2. Town Clerk/Registrar

Clerk's office	140
General office area- 3 secretarial stations, files, shelves, public counter, supplies	<u>490</u>
Total	630

### 3. Assessors

Assessor's office and meeting room for 6	230
General office area- 2 secretarial stations, public counter, files, shelves, supplies	<u>260</u>
Total	490

SPACE NEEDS PROGRAM con't page 2

4. Tax Collector/Treasurer

General office area- work stations  
for collector, treasurer, 3 assist.,  
mail machine counter, public counter,  
files, shelves, supplies 520 sq. ft.  
Addressograph, multigraph, plate room 120

Total 640 sq. ft.

5. Town Accountant

Accountant's office 140  
General office area- 2 secretarial  
stations, files, shelves, supplies 160

Total 300

6. Board of Health

General office area- 2 secretarial work  
stations, 1 inspector's work station,  
files, shelves, supplies 300  
Meeting area with table for 8 200

Total 500

DEPARTMENT SUBTOTAL

3,370 s.f.

7. General Use Space

Central Vault- housing permanent files  
of Selectmen, Clerk, Assessors,  
Collector/treasurer 300  
2- 10 person conference rooms with  
tables at 250 s.f. each 500  
Hearing room for 50-75 persons 700  
Common files for departments or groups  
which meet in Town Hall 50  
Machine room and central supplies 100  
Employee and visitor lounge area 100  
Coats 120  
Janitor supplies 50  
Toilets on 2 floors 360

GENERAL USE SUBTOTAL

2,280 s.f.

SPACE NEEDS PROGRAM con't page 3

8. Planning Board

Planner's office	140 sq.ft.	
General office area- 1 secretarial work station, files, plan files, shelves, supplies	<u>160</u>	
Total		300 sq.ft.

9. Veteran's Services

Office	140	
1 Secretarial station, files, shelves, supplies	<u>80</u>	
Total		220

C. Program Comments

1. Space available vs. space required:

Main floor (not including lobby)	3,038 sq.ft.
Second floor " " "	<u>2,997</u>
Total available, both floors	6,035
Departments B. 1-6	3,370
General use space	<u>2,280</u>
Total (not including circulation)	5,650

It appears at first study that the two main floors of the building, when renovated, will accomodate Departments B. 1-6 and the General Use space listed above.

2. Available space on each floor will require that the departments will have to be located on both floors, as opposed to fitting them all in on the main floor. Similarly the General Use Space will be divided between the two floors.
3. A central vault is provided in the program to meet the needs of the departments. A review of space available on each floor suggests that two vaults of 150 Sq. Ft. each located one over the other on the two floors would be a good solution to the permanent records storage problem.
4. It appears that the office planning and renovation can be accomplished without altering the structural column grid or bearing walls at the front of the Town Hall.
5. To accomodate Planning Board and Veterans' Services, some office areas would have to be revised, or locate some office or conference space in the basement.
6. Proper use of the second floor will require a new rear stair for circulation to the basement and second floor.
7. Dead storage (such as is required by the Town Accountant) may be accomodated in the basement or in the area above the present backstage. A gross square footage of approximately 3,000 S.F. would be available in the basement for future office usage.

SPACE NEEDS PROGRAM con't Page 4

8. The Conservation Commission foresees part-time day use of work space in the Town Hall. They would like a work-space with a large table for maps which can be locked. They work with the Assessors to some extent, as well as Planning Board and Board of Health. They also need tube filing space.
9. The Personnel Board needs one secretarial work station for part-time use; but this space does not necessarily have to be in the Town Hall. They were formerly in Fayville.
10. The Water Commissioner is satisfied with present facilities and location on Common Street behind the Town Hall.



D.  
estimated project budgets

## INITIAL BUDGET COMPARISON

The first step after determining the space and functional needs of the town offices was to project the cost to the Town to accommodate those needs in the present Town Office Building on the one hand, and in a new building on the other. It may be seen from the preceding program information that the present building, if fully utilized, would accommodate all projected necessary spaces without an addition.

The basis for cost figures used in these initial budgets was threefold.

1. Recent comparable new and renovated Town Hall projects examined in detail in Massachusetts and Connecticut as recorded by Dodge Reports, the major nationwide publication of construction projects (see appendix).
2. Review of existing building and anticipated necessary renovation to accommodate space needs by an independent cost estimator. Budget planning figures for a new structure of comparable size also provided by cost consultant.
3. The architect's recent experience with a similar Town Hall renovation project in Sudbury, Mass., and detailed preliminary estimate for that work.

It should be emphasized that these figures are average costs based on a wide range of similar projects; they do not in any way reflect luxurious accommodations. They do include a factor for escalation of building costs until the anticipated time of bidding (see appendix) which is based on past and projected cost trends.

More specifically, the budget for renovation of the Town Office Building covers complete replanning of the two main floors to achieve the most effective use of the existing space. In addition to a new office layout; necessary new heating, plumbing and lighting systems and acoustical treatment would be provided. Renovation plans would also include correcting the water problems in the basement and making that area a semi-finished space for future use. Necessary site work and exterior building repairs are also included in the budget.

The budget for a new building of comparable size was also projected, and it is clear that new construction is significantly more costly than renovation. Issues of siting a new Town Office Building, and economical re-use or sale of the existing building would also have to be resolved. The prominent position in the town center of the existing building is certainly a factor in its favor.

INITIAL BUDGET COMPARISON con't.

Therefore, based on the cost comparison of renovation versus a new building, plus the preferred siting of the present building and difficulty of disposing of that building if it were no longer to be used, it is recommended that Southborough pursue the course of renovating its present Town Office Building.

## RENOVATION/NEW BUILDING BUDGET COMPARISON

### A. Project Cost for Renovation (7400 Sq. Ft. of space plus 3700 Sq. Ft. of semi-finished expansion or storage space in basement)

Site Work.	\$ 47,000.	
Exterior Repairs	37,300.	
Interior Renovation - \$30.33/S.F. average	<u>336,700.</u>	(\$375,000 according to Cost Estimator John Foley--see following letter 2/14/74)
GENERAL CONTRACT	\$421,000.	
Architect's Fees (15%)	63,150.	
Clerk of the Works (1 year, part-time)	15,000.	**
Bid Advertising	2,000.	
Site Survey	<u>500.</u>	
RENOVATION PROJECT COST	\$501,650.	

### B. Project Cost for New Building (7600 Sq. Ft. of space plus 3700 Sq. Ft. of semi-finished expansion or storage space in basement)

Site Work (lump sum)	\$ 70,000.	
Construction - 7600 Sq. Ft. x \$50/Sq. Ft.	380,000.	
3700 Sq. Ft. x \$25/Sq. Ft.	<u>92,500.</u>	
GENERAL CONTRACT	\$542,500.	(\$700,000. According to Cost Estimator John Foley--see following letter 2/14/74)
Architect's Fees (12%)	65,100.	
Clerk of the Works	15,000.	**
Bid Advertising	2,000.	
Site Survey	500.	
Borings	<u>1,000.</u>	
NEW BUILDING PROJECT COST ***	\$626,100.	

\* Includes 12% escalation to Fall 1974, and 10% contingencies

\*\* May be reduced or eliminated at the time of selection of the G.C. when need for extended supervision is reviewed

\*\*\* If the Town maintains ownership of existing Town Hall, the cost of Site Work and Exterior Repairs (\$84,300.) must be added to new building project cost.

## RENOVATION COST BREAKDOWN

### A. Site Costs

Parking- remove existing, re-surfacing	\$17,000.
Drainage, parking lot and building, 1500'	
R.C.P. catchbasin, manholes, etc.	16,000.
New Water Service	3,000.
Planting	3,000.
Miscellaneous - 20%	8,000.

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Total	\$47,000.
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### B. Exterior Repairs

Staging	\$ 8,100.
Repoint brick, clean and silicone	3,900.
Remove existing window frames	1,400.
Provide new aluminum window frames, subframes, caulk	12,500.
1" insulating glass	9,400.
Miscellaneous (soffit repair, painting etc.)	2,000.

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Total	\$37,300.
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### C. Interior Building Renovation

Upper two floors - 7,400 Sq.Ft. x \$33/S.F.	\$244,200.
Basement (new slab, semi-finished)-	
3,700 Sq.Ft. x \$25/S.F.	92,500.
Average: \$30.33/S.F.	

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Total	\$336,700.
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Renovation costs include: \$20,000. for plumbing  
\$33,000. for electrical  
\$48,000. for heating

February 14, 1974

A & H Browning, Architects  
76 Hillside Avenue  
Arlington, Massachusetts 02174

Re: Town Office Building Cost Study  
Southborough, Massachusetts

Gentlemen:

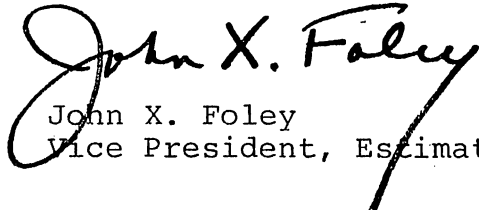
We have reviewed the above building and your proposed renovation scope, and we estimate an approximate price of \$375,000 for this work.

A new building of approximately the same size (11,500 sq. ft.) would cost about \$700,000 in today's market.

Escalation is moving at a rapid rate, and if the present trend continues, this year will see about a 15% increase in the cost of construction.

Very truly yours,

VAPPI & COMPANY, INC.

  
John X. Foley  
Vice President, Estimating

JXF/sb



#### REDUCED PROJECT SCOPE AND BUDGET

Response to the total project cost of full building renovation by the Advisory Committee and the Capital Budget Planning Committee prompted a review of the scope of renovation work.

The following phased construction plans are only two of many possible routes to reduce the immediate or long term renovation program.

If the Town wishes to set a specific cost limit to present renovation work, a careful deliberation of the most critical areas to be renovated will be required so as to achieve maximum improvement for dollars spent. It is recommended that the Selectmen together with the Building Study Committee review and reduce the scope of the space needs program, in order to reduce the scope and cost of renovation work.

PLAN I - PHASED RENOVATION WORK

PHASE I - RENOVATE MAIN AND UPPER FLOORS, MINIMUM WORK IN BASEMENT AND EXTERIOR

The work in this phase would include enlarged offices and meeting rooms on the two main floors for the Town Departments, with new wall surfaces, public counters, acoustical improvements, new lighting, heating, and carpeting throughout. Increased central vault space is provided as well as improved toilet rooms, and a new rear stair. In the basement, the budget provides for correcting the water problem (including necessary parking lot drainage improvements), installing a duplex sump pump, dry gravel, fire protection for the wood structure, and providing a vault area which also serves as foundation for the vault above. On the exterior, window frames in poor condition and chimneys which are unstable would be repaired.

Site Work (drainage, water service, planting)	\$ 22,000.	
Exterior Repairs	7,000.	
Main and upper floors	224,200.	
Basement (as described above)	<u>29,500.</u>	
GENERAL CONTRACT	\$282,700.	
Architects' Fees: 15%	42,000.	
80% x \$42,000 = <u>\$33,600.*</u>		
Clerk of the Works	12,000.	
Bid Advertising and Documents Reproduction	1,800.	
Site Survey	<u>500.</u>	
PROJECT COST- PHASE I (January 1975)	\$339,000. say	<u>\$340,000</u>

\*Could be requested at 1974 Annual Town Meeting

PLAN 1 con't.

PHASE 2 - RENOVATE BASEMENT TO SEMI-FINISHED STATE, COMPLETE NECESSARY EXTERIOR REPAIRS

In this phase, floor slab and exterior wall surfaces would be added in the basement, as well as heating, new lights, and a ramped direct means of egress. On the exterior, brick would be cleaned and repointed, windows replaces and trim painting done. The parking area would also be re-surfaced.(30% escalation to January 1977)

Site Work	\$ 25,000.	
Exterior Repairs	30,300.	
Basement	<u>63,000.</u>	
	\$118,300. x 1.3= \$153,790 say	
	\$154,000.	
GENERAL CONTRACT		\$154,000.
Architects' Fees: 15%		23,000.
Clerk of the Works		12,000.
Bid Advertising and Documents Reproduction		<u>2,000.</u>

PROJECT COST - PHASE 2 (January 1977) \$191,000.

PHASED TOTAL PROJECT COST: \$531,000.

UNPHASED TOTAL PROJECT COST:\$502,000.

Note: PLAN 1 is recommended since the most important parts of the work (expanded office and meeting space, and basement repair) are accomplished in Phase 1; and therefore is Phase 2 is postponed for any length of time, the Town Hall will benefit from maximum initial improvement.

PLAN II - PHASED RENOVATION WORK

PHASE I - RENOVATE MAIN FLOOR ONLY, MINIMUM WORK ON UPPER FLOOR, BASEMENT AND EXTERIOR

The work in this phase would include re-planning and limited enlargement of offices for the Town Departments on the main floor, with new wall surfaces, public counters, acoustical improvements, new lighting, heating, and carpeting throughout. Vault space and public toilets would be improved on the main floor only. In the upper hall, the budget provides for new lighting and painting. Basement and exterior improvements are the same as in Plan I, Phase I.

Site Work (drainage, water service, planting)	\$ 22,000.
Exterior Repairs	7,000.
Main Floor	122,100.
Basement (as described above)	29,500.
Upper floor (as described above)	<u>18,500.</u>
	\$199,100. say
GENERAL CONTRACT	\$200,000.

Architects' Fees (based on Design Development for all 3 floors  
and complete work for Phase I)

15% x \$200,000. =	\$30,000.
15% x 35% x \$350,000. =	<u>18,375.</u>
	48,375. say
80% x \$30,000. + \$18,375. =	<u>\$42,000.*</u>

48,000.

Clerk of the Works  
Bid Advertising and Documents Reproduction  
Site Survey

12,000.  
1,800.  
500.

PROJECT COST- PHASE I (January 1975)

\$262,300.

\*Could be requested at 1974 Annual Town Meeting

PLAN II - con't.

PHASE 2 - RENOVATE UPPER FLOOR, SEMI-FINISH BASEMENT, COMPLETE NECESSARY EXTERIOR REPAIRS

Basement and exterior work would be the same as in Plan I, Phase 2. The upper hall would be re-planned for expanded offices, meeting rooms, vault space and improved public toilets. (30% escalation to January 1977)

Site Work	\$ 25,000.
Exterior Repairs	30,300.
Basement	63,000.
Upper floor	<u>149,850.</u>
	\$268,150. x 1.3 = \$348,596. say
	\$350,000.

GENERAL CONTRACT	\$350,000.
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Architects' Fees : 15% x 65% x \$350,000. =	34,000.
Clerk of the Works	15,000.
Bid Advertising and Documents Reproduction	<u>2,000.</u>

PROJECT COST - PHASE 2 (January 1977)

\$401,000.

PHASED TOTAL PROJECT COST: \$663,300.

UNPHASED TOTAL PROJECT COST: \$502,000.

Note: Since PLAN II does not involve a substantial initial increase of space available for enlarged office, meeting, and vault areas, it is advisable that commitment to the Phase 2 work on a planned and designated time schedule be made now.

E.

recommendations and proposed schedule



## CONCLUSIONS AND RECOMMENDATIONS

It is clear from this study that the Southborough Town Office Building needs physical improvement now for the proper functioning of town administration, and to correct problems of long standing in the basement and on the exterior of the building. It is also clear that in view of the realities of high construction cost and already heavily burdened tax payers, a modest renovation program is preferable to the construction of a new building.

The conclusions of this report are, therefore, the following:

- 1) The present Town Office Building is soundly built, well-sited, and worth preserving as the activity and governing center of the town. Using it for some other purpose or disposing of it altogether appears to be difficult and possibly financially unwise. If used by the town for a different function, some renovation work would still be required to correct the most pressing problems, and if it were sold or demolished its historical value, at very least, to the town would be lost.
- 2) After careful study, it appears that the present building will with proper renovation accommodate the key offices and departments without additions. Other departments whose presence in the Town Office Building is not critical, can function in other town-owned structures as some do already. The Fayville Hall is one example of a building which might be effectively used for additional committees or functions which meet periodically.
- 3) In this report a space needs program has been developed, which reflects the requirements for present and future functioning of the Town's Administrative offices. Accommodating this program fully implies a specific renovation cost, as outlined in Section D "Estimated Project Budgets". Should the Town wish to limit its present renovation expenditure further, it must also limit the scope of the work. The architect selected to plan the renovation will advise the future Building Committee in determining the maximum and most critical work to be accomplished within any budget framework.
- 4) It is recommended that the Town appropriate funds at the 1974 Annual Town Meeting for the preparation of plans, specifications, and the receipt of bids. Due to the increasing rate of escalation of building costs, it is also recommended that the Town proceed as quickly as possible to obtain construction bids. It would be wise to anticipate approving construction funds based on bids in hand in a special Town Meeting in the fall of 1974.

PROPOSED SCHEDULE

May 1974	Request at Annual Town Meeting for funds for the preparation of construction plans, specifications, survey and bid advertising for the Town Hall renovation.
Fall 1974	Request at Special Town Meeting for construction funds based on bids in hand, and supervision and clerk of the works fee.
Late Fall 1974	Begin renovation work
Spring 1975	Exterior repairs and site work completed
April 19, 1975	Patriot's Day, Bicentennial Celebration
October 14, 1975	Columbus Day
Spring 1976	Renovation completed
1977	Southborough's 250th Anniversary

appendix

COST SURVEY- RECENT TOWN HALL PROJECTS (as reported by Dodge Reports, McGraw-Hill Co. national daily construction news listing)

RENOVATION OF THE TOWN HALL, NEWINGTON, CONN. (Phase 3)

Includes renovation of the upper level of an old high school building; new lighting, no heating or plumbing, unit window air conditioning units installed; 11,445 square feet

Bid Date: October 4, 1973 \$228,900. General Construction

\$228,900. ÷ 11,445 S.F. =	\$ 20.00 / S.F.
Estimate if heating and plumbing added =	<u>9.50</u>
If included	29.50
Escalation to October 1974: 15% =	<u>4.43</u>
If bid October 1974	33.93
Escalation to January 1975: 15% x 3/12 = 3.75% =	<u>1.27</u>
If bid January 1975	35.20
10% contingencies	<u>3.52</u>

Projected Bid plus Contingencies for January 1975 \$ 38.72 / S.F.

RENOVATION OF THE TOWN HALL, GUILFORD, CONN.

1893 building, two stories plus full basement; new surfaces throughout; new heating (re-use of old boiler); air-conditioning, new electrical, new plumbing; 19,400 square feet

Bid Date: October 16, 1973 \$392,000. General Construction

\$392,000. ÷ 19,400 S.F. =	20.21 / S.F.
Escalation to October 1974: 15% =	<u>3.03</u>
If bid October 1974	23.24
Escalation to January 1975: 15% x 3/12 = 3.75% =	<u>.87</u>
If bid January 1975	24.11
10% contingencies	<u>2.41</u>

Projected Bid plus Contingencies for January 1975 \$ 26.52 / S.F.

Comment: \$26.52 includes the cost of renovating basement space which should cost 50% less. Therefore, the overall cost/square foot is artificially lowered by including the area of the basement. If represented as cost/square foot of finished space, the figure would be 30% more or \$34.47.

COST SURVEY- RECENT TOWN HALL PROJECTS con't.

NEW CITY HALL, NORTH ADAMS, MASS.

Two story bar joist and masonry structure; brick and block exterior wall; 28,392 S.F.

Bid Date: January 1973

\$1,017,300. General Construction

\$1,017,300. ÷ 28,392 square feet =

\$ 35.83 / S.F.

Escalation to January 1974: 10.66% =

3.82

If bid January 1974

39.65

Escalation to January 1975: 15% =

5.95

If bid January 1975

45.60

5% contingencies

2.28

Projected Bid plus Contingencies for January 1975

\$ 47.88

NEW TOWN HALL, PLYMOUTH, CONN.

Two stories and part basement, bar joist and masonry structure; brick and block exterior wall, vinyl covered drywall partitions; air conditioning; 23,353 square feet

Bid Date: April 1972

\$ 903,667 General Construction

\$903,667. ÷ 23,353 S.F. =

38.70 / S.F.

Escalation to April 1973: 6.56% =

2.54

If bid April 1973

41.24

Escalation to April 1974: 10.66% =

4.40

If bid April 1974

45.64

Escalation to January 1975: 15% x 8/12 = 10% =

4.56

If bid January 1975

50.20

Contingencies 5%

2.51

Projected Bid plus Contingencies for January 1975

\$ 52.71 / S.F.

COST SURVEY - RECENT TOWN HALL PROJECTS con't.

NEW TOWN HALL AND POLICE STATION COMPLEX, MANSFIELD, MASS.

One story and partial basement, brick and block exterior walls; wall bearing and structural steel framing; eight jail cells; civil defense area; air-conditioning; 11,500 square feet

Bid Date: March 1973

\$449,500. General Construction

$\$449,500. \div 11,500 \text{ S.F.} =$

\$ 39.09 / S.F.

Escalation to March 1974: 10.66% =

4.17

If bid March 1974

43.26

Escalation to January 1975: 15% x 10/12 = 12.5% =

5.41

If bid January 1975

48.67

5% contingencies

2.43

Projected Bid plus Contingencies for January 1975

\$ 51.10

Tables compiled by Dodge Building Cost Services, McGraw-Hill Information Systems Company

HISTORICAL BUILDING COST INDEXES—AVERAGE OF ALL NON-RESIDENTIAL BUILDING TYPES, 21 CITIES											1941 average for each city = 100.00							
Metropolitan area											1972 (Quarterly)				1973 (Quarterly)			
	1963	1964	1965	1966	1967	1968	1969	1970	1971	1st	2nd	3rd	4th	1st	2nd	3rd	4th	
Atlanta	306.7	313.7	321.5	329.8	335.7	353.1	384.0	422.4	459.2	472.5	473.7	496.1	497.7	516.4	518.0	543.8	544.8	
Baltimore	275.5	280.6	285.7	280.9	295.8	308.7	322.8	348.8	381.7	388.1	389.3	418.8	420.4	441.8	443.6	474.5	475.5	
Birmingham	256.3	260.9	265.9	270.7	274.7	284.3	303.4	309.3	331.6	340.4	341.6	356.7	358.3	371.7	373.2	401.1	402.1	
Boston	244.1	252.1	257.8	262.0	265.7	277.1	295.0	328.6	362.0	377.3	378.5	392.8	394.4	414.0	415.6	436.8	437.8	
Chicago	301.0	306.6	311.7	320.4	328.4	339.5	356.1	386.1	418.8	422.8	424.0	442.7	444.3	465.1	466.9	507.6	508.6	
Cincinnati	263.9	269.5	274.0	278.3	288.2	302.6	325.8	348.5	386.1	399.9	401.1	400.1	410.7	430.4	432.0	461.4	462.4	
Cleveland	275.8	283.0	292.3	300.7	303.7	331.5	358.3	380.1	415.6	415.2	416.4	427.7	429.3	436.7	438.3	461.2	462.2	
Dallas	253.0	256.4	260.8	266.9	270.4	281.7	308.6	327.1	357.9	364.9	366.1	385.0	386.6	407.3	408.9	435.4	436.4	
Denver	282.5	287.3	294.0	297.5	305.1	312.5	339.0	368.1	392.9	398.3	399.5	413.8	415.4	429.5	431.1	460.0	461.0	
Detroit	272.2	277.7	284.7	296.9	301.2	316.4	352.9	377.4	409.7	416.9	418.1	431.5	433.1	463.4	465.0	500.0	501.0	
Kansas City	247.8	250.5	256.4	261.0	264.3	278.0	295.5	315.3	344.7	348.7	349.9	365.4	367.0	387.7	389.3	404.8	405.8	
Los Angeles	282.5	288.2	297.1	302.7	310.1	320.1	344.1	361.9	400.9	407.8	409.0	422.9	424.5	453.3	454.9	503.2	504.2	
Miami	269.3	274.4	277.5	284.0	286.1	305.3	392.3	353.2	384.7	391.5	392.7	404.8	406.4	419.0	420.6	446.2	447.2	
Minneapolis	275.3	282.4	285.0	289.4	300.2	309.4	331.2	361.1	417.1	401.7	402.9	411.3	412.9	430.6	432.2	455.1	456.1	
New Orleans	284.3	240.9	256.3	259.8	267.6	274.2	297.5	318.9	341.8	350.9	352.1	368.1	369.7	382.1	383.7	419.5	420.5	
New York	282.3	289.4	297.1	304.0	313.6	321.4	344.5	366.0	395.6	406.5	407.7	421.5	423.1	453.5	455.1	484.3	485.3	
Philadelphia	271.2	275.2	280.8	286.6	293.7	301.7	321.0	346.5	374.9	394.2	395.4	417.9	419.5	459.3	460.9	484.1	485.1	
Pittsburgh	258.2	263.8	267.0	271.1	275.0	293.8	311.0	327.2	362.1	364.5	365.7	378.7	380.3	406.3	407.9	423.4	424.4	
St. Louis	263.4	272.1	280.9	288.3	293.2	304.4	324.7	344.4	375.5	385.5	386.7	400.9	402.5	427.8	429.4	443.2	444.2	
San Francisco	352.4	365.4	368.6	386.0	390.8	402.9	441.1	465.1	512.3	535.3	536.5	559.4	561.0	606.4	608.0	631.3	632.3	
Seattle	260.6	266.6	268.9	275.0	283.5	292.2	317.8	341.8	358.4	363.0	364.5	369.9	371.5	388.4	390.0	423.4	424.4	

Costs in a given city for a certain period may be compared with costs in another period by dividing one index into the other; if the index for a city for one period (200.0) divided by the index for a second period (150.0) equals 133%, the costs in the one period are 33% higher than the costs in the other. Also, second period costs are 75% of those in the first period ( $150.0 \div 200.0 = 75\%$ ) or they are 25% lower in the second period.

LOCAL FACTORS:

Boston	100
Fall River	97
Lawrence	94
Lowell	94
New Bedford	97
Springfield	93
Worcester	97

NOTE: 1972 & 1973 both showed significant % increases in the last two quarters of the year. Bidding during this period in future years should reflect this.

NOTE: The Davis-Bacon Act was federal restriction on construction wage increases

% INCREASE IN CONSTRUCTION COST PER YEAR

